

TA-53 POLICY STATEMENT 402-1320-01

March 10, 1998

TA-53 LONG-TERM PARKING POLICY**1.0 Purpose**

This document establishes the parking policy for vehicles at TA-53, eliminating long-term parking with exceptions to this policy as noted below.

2.0 Policy

There will be no unrestricted, long-term parking permitted at TA-53. Long-term parking is defined as longer than 30 days.

2.1 Waivers

- The Facility Manager (FM) is authorized to grant a parking waiver for up to 60 days (including the first 30 days).
- The requester should specify, in writing, the conditions necessitating the long-term parking and ensure that the vehicle registration and insurance coverage are current.
- After FM approval, the vehicle will be parked in a designated location and a set of keys left with a TA-53 resident sponsor (a full-time employee who agrees to be responsible for the vehicle in the owner's absence). The sponsor's name and phone number must accompany the parking request form.
- Long-term parking requests for longer than 60 days require Division Director authorization, with the same written requirements as above.
- A copy will be kept on file in the FM Group office.

3.0 Responsibilities

Requester	<ul style="list-style-type: none"> • Obtain Long-term Parking Request form from the LANSCE-FM home page. • Complete the form and submit it to the TA-53 Facility Manager.
TA-53 Facility Manager	<ul style="list-style-type: none"> • Evaluate request and follow up with appropriate action.

APPROVED: Signature on File Date: March 1998
TA-53 Facility Manager

Signature on File Date: March 1998
TA-53 Landlord

TA-53 Long-Term Parking Request Form

Requester Name:	Group:	Phone Number:	E-mail Address:
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Explanation for need of long-term parking:	Date when vehicle will be removed from TA-53:
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Vehicle Description:

Year:	Make:	Model:	Color:
License #:	Registration #:	Expiration Date:	
Insurance Company:	Policy #:	Expiration Date:	

Resident Sponsor Information:

Name:	Group:	Phone Number:	E-mail Address:
I agree to be sponsor for this individual and his/her vehicle. Signature:			

Signatures:

Requester (please print):	Signature:	Date:
TA-53 Facility Manager:	Signature:	Date:
TA-53 Landlord:	Signature:	Date:

Designated parking location (to be filled by Facility Manager):

Copy: Facility Management Office
 Requester
 Sponsor

